



# Tribunals Service

Special Educational Needs  
and Disability

## Attendance Form – Parents

Child's Name:

Appeal/Claim Number:

**Parents details-** please provide details in boxes below

**Parent 1**

**Parent 2**

**Is the child attending the hearing**

Yes /No

**Representative or Helper-**please name in box below

**Name:**

**Profession:**

**Witnesses-** please name them in boxes below

**Witness 1:**

**Profession:**

**Witness 2 :**

**Profession:**

**Witness 3:**

**Profession:**

For any additional witnesses please complete the request form

**Special Requirements-** Please let us know of any special requirements you or your witnesses may have

If this completed form is not received by 5pm **[insert week 9]** your witnesses may not be able to attend

Signed .....



# Tribunals Service

## Special Educational Needs and Disability

### Explanatory Notes

This Attendance Form is designed to let the parties and the Tribunal know who is going to attend the hearing. The form is sent both to parents and Local Authorities asking them to provide the same information. A timetable has been set out in the Case Directions attached. This gives deadlines by which reports and written information have to be sent to the Tribunal and the other party. Section 8 of the Directions sets out what you need to do if you do not agree with the Directions that have been made.

### **Witnesses**

We need to know who you want to come to the hearing to give evidence on your behalf. We think that it is important that we have evidence from those who know the child and are able to give information that is relevant to the areas of dispute. Whilst there is no limit on the number of witnesses you can bring along, from experience we think that three is probably the maximum number that we would need to hear from in an SEN appeal.

In some cases there are no witnesses needed other than the parents and the Local Authority officer. We do have power to limit the number of witnesses who attend so there is no assumption that if you want a witness that person will be allowed to come. We believe that a case should not take more than a day except in exceptional circumstances. If there are too many witnesses that could prolong a case unnecessarily.

### **Child**

The child who is the subject of the appeal may come to the hearing and can stay to give evidence. It is not always appropriate for a child to remain for the whole hearing so they may be asked to leave the room either after they have met the panel members or after they have given evidence to the tribunal. HOWEVER the Tribunal Service cannot look after the child. If parents do bring a child to give evidence THE PARENTS are responsible for him/her and will need to make arrangements if she/he needs to be looked after.

### **Representative/Helper**

We think that it is only fair that both sides know if the other party is to be represented. In the vast majority of cases neither parents nor Local Authorities are legally represented. It is a matter for each party if they want to be represented by a lawyer or, in the case of parents, if they want someone from a voluntary organisation or anyone else to represent them.

It may be that you have already told us that you are to be represented, if so, we apologise for asking you the question again. It may also be possible that you do not yet know whether or not you are going to be represented, but you will need to tell us the name of any representative before the hearing.